**Patient and Public Voice (PPV) Partners: Covid-19 Vaccination Programme**

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11. **Introduction**

Thank you for your interest in becoming a Patient and Public Voice (PPV) Partner

with NHS England and NHS Improvement.

NHS England and NHS Improvement are committed to ensuring that public and

patient voices are at the centre of shaping our healthcare services. Every level of our commissioning system needs to be informed by insightful methods of listening to those who use and care about our services. Their views should inform service

development and improvement. Our commitment to supporting PPV Partners is set

out in the PPV Partners Policy.

Please read this application information pack before completing the application form for this role, to ensure you fully understand the application process, and to determine whether you have the skills and time to become a PPV Partner.

Please note the closing date for applications is **Thursday 16th September 2021**.

Interviews will be held on MS Teams on **Tuesday 21st September 2021.**

NHS England and NHS Improvement will reimburse reasonable out of pocket

expenses in line with the PPV Partners Expenses and Involvement Payments Policy.

**These posts attract an involvement payment**.

Any involvement payments may be classed as earnings or income by Her Majesty’s

Revenue and Customs service (HMRC) or the Department for Work and Pensions

(DWP). PPV Partners are responsible for declaring this income to HMRC, DWP, Job Centre plus or other agencies as appropriate. If you are in receipt of state benefits, you should seek advice from the relevant agency, for example JobCentre Plus, ideally in advance of applying and certainly before accepting an offer of a role which attracts an involvement payment, even if you intend to decline the payment.

For further information see the PPV Partners Expenses and Involvement Payments

Policy and the PPV Partners Policy. [PPV Partners Expenses and Involvement Payments Policy.](https://www.england.nhs.uk/publication/working-with-our-patient-and-public-voice-partners-reimbursing-expenses-and-paying-involvement-payments/)

Please note that correspondence will be primarily via email, unless otherwise

requested. If you do not have access to email and would like to be contacted via

telephone or post, please state this on your application form.

1. **Background, context and aims of the programme**

NHS England and Improvement is required to demonstrate how it involves the public in decisions about the services it commissions (Section 13Q of the 2012 Health and Social Care Act).

The Act acknowledges that there are some circumstances in which it will not be possible to undertake patient and public engagement. For example, where there is a genuine risk to the health, safety or welfare of patients or staff if a decision or action were to be delayed. The Covid-19 vaccination programme required a rapid implementation and roll out so was not able to benefit from patient and public involvement in the initial planning stage. Amongst other strategies, this recruitment to two Patient and Public Voice Partners: Covid-19 Programme Partner roles, seeks to enable the Clinical Reference Group to benefit from patient and public involvement in continued vaccination planning.

The Covid-19 clinical workstream sits within the overall NHS Covid-19 vaccination programme. The role of the clinical workstream is to provide leadership, advice and support to NHS England nationally, regionally and at a system level on clinical issues relating to the vaccination. The clinical workstream also supports identifying improvements within in the Covid-19 vaccination programme.

A key part of the improvement work is helping to ensure good patient experience and supporting a reduction in health inequalities.

1. **The Role**

We are seeking two Patient and Public Voice (PPV) Partners to join the Covid-19 Vaccination Programme.

The Patient and Public Voice Partners for the Covid-19 Vaccination workstream will sit on the Clinical Reference Group (CRG).

1. **The role of the PPV Partner**

The main purpose of the roles is to ensure that Patient and Public Voice is championed and embedded within the Programme. The PPV Partners will:

* Bring important views, perspective and challenge. The roles are essential in championing patient and public experience, outcomes, viewpoints and voices, ensuring their needs are met through the programme.
* Ensure that the Programme considers and prioritises equalities, health inclusion and patient experience within the vaccination programme.
* Champion the diversity of the views of diverse communities and reflections of their experiences.
* Provide critical friend challenge and contribute specific subject experiences and/or expertise to the programme goals.
* Champion and advocate for increasing public’s awareness of the programme’s outcomes and achievements.
* Review and comment on agreed documentation prepared by and/or for the Programme.
* Prepare well for agreed meetings and other events to be able to provide informed input.
* Comply with the Confidentiality agreement, Declaration of interest, Statement of values and code of conduct, respecting the confidential nature of some discussions through debate and discussions on the outcomes and recommendations of the work.
1. **Skills and experience required**

This is an exciting opportunity which could appeal to a wide range of people from different backgrounds, work and life experience.

This role will suit someone who is committed to reducing health inequalities, ensuring that all citizens have an opportunity to access the vaccination programme and can work in partnership across organisational boundaries.

The skills and experience required for this role are:

* Have an awareness of, and commitment to, equality and diversity.
* Ability to work creatively and collaboratively and to offer objective challenge.
* Ability and experience of listening well to the views of people, giving priority to minority groups, and representing their views.
* Experience of working in partnership with user led groups and/or with healthcare organisations is desirable.
* Ability to display sound judgement and objectivity.
* Understand and respect the need for confidentiality.
* A commitment to the ‘seven principles of public life’, known as the ‘Nolan Principles’: selflessness, integrity, objectivity, accountability, openness, honesty, leadership.
1. **Time commitment**

The total time commitment for each PPV Partner role is expected to be 2 half days per month. The programme is currently funded until March 2022. This includes preparation for and attendance at group meetings. Meetings will take place via MS Teams until further notice.

Meetings may resume in person, but it is expected that there will be the continued opportunity to attend online where available/appropriate.

1. **How to apply**

Please complete and return the following accompanying documents:

• Application form

• Equal opportunities monitoring form

Return these documents by email to C6.cag@nhs.netby **Thursday 16th September 2021**.

We will rely on the information you provide in the application form to assess whether you have the skills and experience required for this role.

If you have any queries about the application process, or would like an informal

discussion about the opportunity – please contact Ros.Spinks@nhs.net or E.Changa@nhs.net

1. **Diversity and equality of opportunity**

NHS England and NHS Improvement values and promotes diversity and is

committed to equality of opportunity for all. To help us understand if we are achieving this, we ask you to fill out an equal opportunities monitoring form as part of the application process.

Please let us know if you have support needs so that we can understand how we can support you to participate fully.

**We particularly welcome applications from:**

* People with a Black, Asian or Mixed ethnic background
* People living in the most deprived areas of England
* People with protected characteristics as listed in the Equality Act (2010).
1. **Once we receive your application**

i) We will acknowledge receipt of your application form via email (unless

otherwise specified).

ii) Applications will be shortlisted by a panel.

iii) Applications will be assessed against the skills and experience required.

Selection will be made on the basis of the content of the application form.

iv) Interviews will take place via MS Teams on Tuesday 21st September 2021.

v) Please note that two references will be taken up for successful applicants

before involvement can commence.

vi) All applications will receive a successful or unsuccessful notification. The

successful notifications will include information about next steps.

If you wish to be informed about future involvement opportunities, please sign up to

NHS England and NHS Improvement’s [InTouch](https://www.england.nhs.uk/email-bulletins/in-touch-bulletin/) newsletter, which includes details of current opportunities.

1. **Support for PPV Partners**

NHS England and NHS Improvement ask that all new PPV Partners complete

an interactive online induction session. This webinar lasts an hour and will

provide some background information to NHS England and NHS Improvement

and the work that we do, as well as wider support available to PPV Partners.

You will also receive an induction from the programme team leading this

work.

Meeting documents, and if necessary, pre-meeting briefings will be provided.

There are a range of learning and development opportunities available to PPV

Partners, details can be found on the [Involvement Hub](https://www.england.nhs.uk/get-involved/learning/).